



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

# **Policies and Procedures Manual**

The College at Brockport  
Office of International Education

<b>Table of Contents</b>
Introduction
<b>Section 1: PROCEDURES</b>
Application
Required Materials
Registration
Pre Departure Orientation
Travel Documents and Vaccinations
Travel to the Host Country
What to do Upon Arrival
Financial Matters
<b>Section 2: POLICIES</b>
Policies Regarding Communication and Paperwork
Policies Regarding Housing Abroad
Policies Regarding Grades and Grading
Policies Regarding Credits Earned/Awarded
Policies Regarding Transcripts
Policies Regarding Conduct
Policy Regarding Liability and Refunds in the Event of a Withdrawal
Policy Regarding the Cancellation of Programs
Policy Regarding Privacy
Policy Regarding Discrimination
Policies Regarding Finances
Policies Regarding Admissions
Policies Regarding Travel and Dates
Policies Regarding Insurance
Policies Regarding Emergencies

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## Introduction

This Policies and Procedures Handbook contains information about the study abroad programs that are administered by the Office of International Education at The College at Brockport. It is critical for those who have been accepted to a Brockport Overseas Program to read and understand these Policies and Procedures. This handbook will also be a useful resource for:

- Students who are planning to participate in The College at Brockport administered Overseas Academic Program at some time in the future, and
- The parents/families of students who will be participating in The College at Brockport administered Overseas Academic Program.
- Other interested parties.

It is intended to describe the processes, procedures and paperwork involved in participation in a Brockport-administered Overseas Academic Programs (OAP or BOAP), aka Study Abroad Programs.

The Brockport Office of International Education recommends that you make a copy of this handbook to leave with your family. The text of this handbook has been posted on our web page [at [www.brockport.edu/studyabroad](http://www.brockport.edu/studyabroad)] under the Important Information tab.

By accepting an Offer of Admission to a BOAP, you have agreed to abide by the conditions of participation that are set forth and explained in this handbook. If you have any questions or need additional clarification of the items contained in the orientation materials you may contact The College at Brockport's Office of International Education at (585) 395-2119.

### **About the Office of International Education:**

The Office of International Education at The College Brockport is a unit of the Division of Academic Affairs at The College at Brockport. As such, it administers various for-credit study abroad programs and experiential learning on behalf of The College at Brockport, and its various academic units; it also provides administrative support to other units within the SUNY system – and to the SUNY system at large – in the administration of SUNY study abroad programs. Additionally, The College at Brockport's Office of International Education acts as the administrative agency on behalf of non-SUNY colleges, universities and consortia to facilitate participation by their students in various study abroad programs.

### **Disclaimer**

The College at Brockport's Office of International Education works hard to make sure that the information contained in its brochures, advertisements, handbooks, web pages and other print and non-print materials describes, as fairly and accurately as possible, its Overseas Academic Programs. The conditions of participation in The College at Brockport's Overseas Academic Programs are subject to change without notice. The Office of International Education undertakes no guarantee that costs, fees, rates of exchange, starting dates, ending dates, conditions of housing, content of the academic programs or availability of courses or instruction will remain the same as they are described in its print and non-print materials. Further, The College at Brockport's Office of International Education, The College at Brockport, and the State University of New York assumes no liability for losses caused by changes to or unintentional errors or inaccuracies in these materials.

## Section 1: PROCEDURES

### Application

#### **Application**

The Brockport Application begins with an online application which can be found by clicking the “apply now” link, individually located on each program “brochure” page on our website ([www.brockport.edu/studyabroad](http://www.brockport.edu/studyabroad)). Each application landing page will outline the steps which must be completed in order for an admissions decision to be made, and those requirements may vary from program to program.

#### **Admissions**

Once your application is complete, the admissions committee will reach a decision regarding your application, normally within 2-3 business days. For some programs, especially faculty-led programs, it may take longer for a response.

Once accepted, you will receive an acceptance packet in the mail to your preferred address. You must respond to your acceptance within 2 weeks from the date on your acceptance letter.

#### **Commitment**

To commit to a program, you must complete the Reply Form and submit it with your \$350 Acceptance Fee to the Office of Student Accounts. There are financial implications to submitting the Reply Form and \$350 Acceptance Fee.

### Required Materials

#### **Application “Pre-Decision” Phase**

##### **The Online Application Form**

On this form a candidate for admission provides the Office of International Education with important information, including name, nationality, sex, age, academic background and preparation, emergency contact, and the addresses (campus and home) at which the candidate can be reached prior to the departure date for the program to the overseas site.

If any of this information changes between the time of application and the date of departure the participant is required to keep Brockport's Office of International Education informed of these changes.

##### **The Study Statement**

In this essay, a candidate for admission describes the relationship between their current course of study and the program to which they are seeking admission.

**Letters of Recommendation**

These letters support the candidate's application.

**Official Transcript(s)**

The Academic Transcript(s) verifies that the participant meets the minimum requirements for participation in a Brockport Overseas Program.

**Resume and Cover Letter**

The Resume and Cover Letter are required for programs in which students will be participating in an Internship. They allow the Office of International Education to determine the candidate's qualifications and their placement preferences. These documents will be used in the placement process.

**Campus Specific Applications**

Depending on the program, there may be Campus Specific Applications that are required prior to admission to the program.

**Important Note**

All participants in BOAPs are required to have a complete Application Packet on file with Brockport's and his or her home campus's Office of International Education prior to departure.

**Admissions Phase****The Acceptance Packet**

Accepted applicants will receive a letter of admission and other pertinent information. This packet consists of the following items:

- **The Letter of Admission**

This letter offers the candidate a place on the program. It also specifies the conditions and limitations that apply to that offer of admission. In the case of direct enrollment programs, the Letter of Admission is a formal offer to nominate the applicant for one of the places that the overseas host institution has made available to The College at Brockport. The host university must approve our nomination for the admission to be final.

- **The Program Budget Sheet**

It is the policy of the Office of International Education to send an accurate statement of costs to prospective participants with an Offer of Admission letter to enable prospective participants to make a well-informed decision about participation knowing what costs are involved in participation and to enable participants and their families to begin preparations for financing their semester or year abroad as soon as possible.

This document is the official budget of the program to which the applicant is being admitted and it specifies the Program Fee that will be billed for their participation. The budget sheet also contains an estimate of the cost of those items not covered by the payments made to The College at Brockport, such as food, entertainment, local travel at the program site, etc. You will probably spend more than this estimate, and you should plan your finances for

your semester abroad accordingly.

- **The Admission Reply Form**

On this form the candidate is asked to indicate if s/he accepts or declines the Offer of Admission. This document must be returned to the Office of Student Accounts with the program acceptance fee within the period specified in the Offer of Admission letter (normally within 14 days). Occasionally our Admissions reply forms are accepted on a first-come-first-served basis, especially for highly popular programs and programs with a maximum capacity.

On the day that the Office of Student Accounts receives the Reply Form and Program Acceptance Fee, the student becomes committed to the program.

**The Program Acceptance Fee**

The Program Acceptance fee is sent to the Office of Student Accounts with the Program Reply Form. This non-refundable payment holds your place in the program and may be used to pay some of the orientation and other expenses on your behalf.

Since this initial program acceptance fee is always, and in all circumstances, non-refundable, students should not confirm admission to an overseas program unless they are certain they will be participating.

There are important financial implications to submitting the Reply Form and Program Acceptance Fee. Please refer to the “Policies on Refunds in the Event of a Withdrawal” Section.

## **The “Post Decision” Phase**

**The Health and Safety Forms**

The College at Brockport, State University of New York requires that all overseas program participants complete all of the items described in this section. The Office of International Education at Brockport has the right to cancel a student's participation in a program if any of these forms indicate a substantial reason to do so, or if all of the Health, Safety and Acknowledgment forms are not on file with the Office of International Education at least thirty days prior to the beginning of the program. The Health and Safety Forms are made up of: The Agreement/Release Form, the Student Health Form, the Permission to Release Information Form and the Student Conduct/Judicial Review Form. These 4 forms are described below:

- **The Agreement/Release Form**

The Agreement/Release Form is the means by which the participant gives the Office of International Education at Brockport an explicit assurance that s/he:

- has read the Policies and procedures handbook.
- understands the program's rules, as well as the participant's obligations, and agrees to abide by them.
- is aware that there are risks involved in participation in this program that involves travel and is willing to assume those risks.
- has appropriate health insurance.
- absolves the university from liability for things and events that are beyond its control.

- is aware that the university has the right to make changes to the program.
- will be responsible for her/his conduct during the period of participation in this program.
- has the right to terminate your participation from an Overseas Program for violations of Brockport policies/procedures or the policies/procedures of the host institution.

- **The Student Health Form**

This form is the means by which the Office of International Education assures itself that the participant does not have any prevailing medical problems that might interfere with their participation. A major physical examination is usually not necessary. This form is simply an assurance from your physician that you are in good general health.

This is also the place where a student with special needs may notify the Office of International Education of those special needs (in the form of a “Letter of Accommodation” from their home campus’s Office of Students with Disabilities or the equivalent) at least sixty days prior to the start of the program in order to advise accordingly and arrange accommodation where possible. Students with disabilities are encouraged to participate in Brockport’s overseas programs; they should, however, discuss their participation with their campus Director of International Education and/or their own physician. Brockport will work with the host institution abroad to initiate reasonable accommodations where possible for those participants with disabilities.

- **The Permission to Release Information Form**

By this form the participant authorizes (or doesn’t authorize) Brockport’s Office of International Education to release information about her/his participation to specifically designated parties. Without a specific description on this form, staff at the Brockport’s Office of International Education will not release information to your parents or other interested parties.

- **The Student Conduct/ Judicial Review Form**

The State University of New York requires a review of the disciplinary record of all applicants for its study abroad programs. It is necessary for us to be informed of any judicial record that exists for any participant. The existence of judicial records at the participant’s home university does not necessarily mean denial of admission to a program; however, the information must be reviewed by the Study Abroad Office on the campus responsible for the program in order for a determination to be made. Each applicant, regardless of home campus, is required to provide this authorization even if there is no judicial record.

### **Forms from the Overseas Host Campus**

Many of Brockport’s Overseas Academic Programs require participants to submit program-specific application forms directly to the host overseas institution in which they will be enrolled during the period of their participation.

All completed host university forms should be sent directly and only to The College at Brockport’s Office of International Education regardless of what the form may indicate. A copy of the completed form will be kept in your file, marked as received, and then forwarded to the appropriate overseas institution on your behalf.

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## Registration

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### Registering for Study Abroad

#### **SUNY Students**

All SUNY students who participate in BOAPs must be registered at their home SUNY campus and must pay tuition and fees to their home campus for the semester(s) during which they will be abroad. It is very important that participants make the necessary arrangements for the payment of tuition at their home campus.

#### **Non-Brockport, non-SUNY Students**

For non-Brockport, non-SUNY students, information on how to register for overseas study should be obtained from the Office of International Education on their home campuses. Non-SUNY students will be registered at Brockport as non-matriculated "Visiting Students," and they will pay tuition and fees to The College at Brockport.

#### **All Participants**

Participants should also make certain that all their university accounts at their home campuses are paid up before departing for overseas, so that no "holds" will be placed against their semester's registration.

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## Pre-Departure Orientation

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### **Orientations**

Since Brockport programs enroll students from campuses across the United States, it is often not possible to hold an on-campus pre-departure orientation at the Brockport campus. Therefore, expect to receive your pre-departure program information and orientation materials through the online application system or via email unless otherwise notified. It is crucial to the success of the program that you read and understand all of the material that is distributed.

In almost every case, there will be an on-site orientation soon after you arrive at the site of the program. However, in those few cases where the host campus does not have an on-site orientation for international students, you will be given all instructions and orientation electronically prior to departure.

### **Travel Memo**

This memorandum contains information about official dates, arrival information, and other pertinent travel information for programs without group flights. You can usually expect to receive the travel memo about 4-8 weeks prior to departure, often sooner.

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## Travel Documents and Vaccinations

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It is the responsibility of participants to obtain a passport, the required visas (if any) and also the required inoculations (if any) for entry to the country in which their program is located. These requirements change frequently, and it is the participant's responsibility to keep informed about them.

If you have questions about how to obtain a US passport, or other travel documents, consult with the study abroad advisor at your home campus or the Office of International Education at Brockport.



**Passports**

You will need a passport to travel to a foreign country. It is recommended that immediately after being admitted to a program you apply for a US passport if you do not have one already. If you do have a passport, check to see if it is valid for the period you will be abroad plus at least six months. If not, renew it immediately.

**Visas**

A visa is a document or stamp that allows you to spend a certain amount of time in a foreign country. Visas are usually placed in your passport, either by a consulate or an immigration official. Some countries require you to get a visa in advance, and some simply issue you a visa upon arrival. Visa information can vary greatly depending upon your nationality and eventual destination. Most participants obtain either tourist or student visas.

Visas are the responsibility of each individual participant. The College at Brockport can offer support and advice but cannot obtain visas for a participant. The College at Brockport may not have sufficient knowledge of visa requirements for students who are not US citizens, but again, can offer support and advice where requested.

**Vaccinations**

The Office of International Education recommends that all participants in BOAPs consult their physicians and the “Traveler’s Health” webpage of the National Center for Infectious Diseases [<http://www.cdc.gov/travel/>] to determine what vaccinations and inoculations are most appropriate for them and what health precautions need to be followed.

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## Travel to the Host Country

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Information on travel arrangements to the host country will be sent to you after your acceptance of admission (usually 4-8 weeks prior to the start of the program) via email.

**Programs without a Group Flight**

For programs without a group flight, students will receive a Travel Memo and make their own travel arrangements. In the Travel Memo, you will receive contact information for a travel agency that our office recommends. You can, but don’t have to, arrange your travel with them. You’ll also receive dates and arrival details, such as information regarding airport pickup.

**Programs with a Group Flight**

In some cases (almost exclusively for Faculty-led Summer and Winter Programs), a group flight is arranged by the Brockport Office of International Education. In this case, participants in a program travel together to the host country. It should be understood that the Office of International Education makes arrangements for a group flight to the program site country as a convenience for the participants. The Brockport Office of International Education is neither a travel agency nor a ticketing office. Its role in this is simply to make arrangements for a group flight and identify a travel agency through which tickets for this flight may be purchased.

Cancellation of an airline ticket and/or cancellation of participation on our program, depending on the date of your notification to our office, may result in a cancellation fee or a non-refund of the ticket from the travel agency. Timely notification of cancellation must meet the refund policy of the ticket issued.

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## What to do Upon Arrival Abroad

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Specific information about what to do upon arrival at the host institution abroad is contained in the program's Travel Memo. In some cases, there will be a SUNY representative at the overseas host institution to meet you, or else an authorized member of the host institution's staff will be there to advise you. Soon after your arrival at the host campus there will likely be an on-site orientation session.

Participants are required to arrive at the host institution at the date/time specified by the materials contained in the program's Travel Memo. Participants should not expect to be met at the airport in the site country unless such a meeting is explicitly described in Travel Memo for that program.

Typically, if a flight is to be met by a program representative, the flight must arrive within the date and timeframe specified on the Travel Memo.

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## Financial Matters

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By accepting Brockport's offer of admission to one of its Overseas Academic Programs the participant agrees to pay all of the costs of participation in that program.

As a general rule, you can anticipate the following types of costs:

### **The Program Acceptance Fee**

The \$350 Program Acceptance fee is sent to the Brockport Office of Student Accounts with the Program Reply form, usually within 14 days from the date at the top of the student's acceptance letter. The payment holds your place in the program and is used to pay some of the orientation and other expenses on your behalf. All BOAPs require the payment of a non-refundable program acceptance fee.

### **The Program Fee**

The Program Fee is paid to the State University of New York in two parts:

1. The "Tuition" part [to be paid at the Home SUNY Campus], and
2. The "Program Cost" part [to be paid to the Administering SUNY Campus—The College at Brockport].

Together, these two payments comprise the Program Fee.

The elements that make up that portion of the program that the Program Fee of The College at Brockport administered Overseas Academic Program pays for are always inclusive and fixed; they are never "a la carte." These total program costs always include tuition and administrative support services at the host institution, they may include on-site orientations and field trips, and they sometimes include housing and/or even airfare to/from the program site (airfare, typically only in short term summer programs).

### **Other Fees Charged to OAP Participants by The College at Brockport**

OAP participants who register at The College at Brockport (i. e., OAP participants whose home SUNY campus is Brockport and participants from non-SUNY college and universities who register at Brockport as "Visiting Students") can expect to be billed for the following SUNY mandated fees:

- College Fee
- Brockport Technology Fee

Participants whose home SUNY campus is not Brockport can expect to be billed for the appropriate

fees that their home SUNY campus requires.

### **Mandatory Health Insurance Premium**

SUNY policies require that all students participating in SUNY Overseas Academic Programs must have the following mandated minimum health insurance coverage through SUNY's plan:

1. \$100,000 of coverage for hospitalization or treatment for accidents or illness which occur abroad,
2. Coverage for preexisting conditions that may need treatment while abroad,
3. Provision for a medical evacuation in the event that the participant suffers a catastrophic medical event while abroad, and
4. Provision for the repatriation of the remains in the event of the participant's death while abroad.
5. Provision for security and political evacuation services.
6. Provision for natural disaster evacuation services.

There are no exceptions, waivers or exemptions from the requirement that you have health insurance coverage. The insurance charge will be included on your bill.

### **The Cost of Transportation to and From the Program Site**

Payment for this varies from program to program and is dependent upon the site and the mode of transportation selected. In most cases, participants are responsible for transportation to and from the program site.

### **Housing Costs (Room and/or Board)**

In many cases the cost of room and board is paid by the participant to the host institution/accommodation office/landlord while abroad. In some of Brockport's study abroad programs the cost of housing is included in the Program Fee. In a very few programs the cost of meals, some or all, is included in the Program.

### **Additional Expenses While Abroad**

It is the policy of the Brockport Office of International Education to provide an estimate of the minimum amount a participant might expect to spend in addition to the amount billed by The College at Brockport and/or the student's home campus. The types and amounts of items listed under the "Additional Expenses" section of the budget sheet vary based on the particular study abroad option selected. For example, this section may contain the approximate cost of obtaining a passport and visa, round trip airfare, and an estimate of possible miscellaneous personal expenses. The College at Brockport does not bill you for these items.

The amounts listed under "Additional Expenses" are estimates and may increase or decrease due to exchange rate fluctuations and personal spending habits. Students who expect to travel extensively, purchase a great deal of clothing and souvenirs and dine out frequently while they are on a study abroad program will spend much more than the estimates.

### **Payment of Tuition and fees at Home SUNY Campus (For SUNY students only)**

SUNY policies require that students participating in SUNY Overseas Academic Programs register and pay their tuition at their home SUNY campus for the entire period they will be abroad. All OAP participants are also required to pay a program cost to the administering campus. Failure to register and/or pay tuition and fees or the program cost before departure can result in disenrollment from the overseas program.

The administering campus (Brockport) always pays tuition to the overseas host institution at which the program is located on behalf of each participant. Tuition payments to the host institution are NEVER made directly by the participants. There is never an exception to this policy.

### **Payment of Tuition and fees for Non-SUNY students only**

Students whose home campus is not a SUNY college or university center who participate in a Brockport Overseas Program will usually take an academic leave of absence from their home campus and will be enrolled as “Visiting Students” at Brockport. These students are required to register at and pay tuition to Brockport.

### **Financial Aid for Study Abroad**

If you plan to have your financial aid package applied to your Program Fee, please check with the Office of Financial Aid at your home campus to see whether your financial aid may be used for the cost of your participation in the College at Brockport Overseas Study Program.

If your home school will participate, be sure to give your Financial Aid Office a copy of the program budget and a copy of your accept letter to be repackaged since the cost of a semester overseas may be higher. All program costs are considered and therefore, students are usually eligible for alternative loans to help cover the extra costs. You should have your Financial Aid Office complete the “Financial Aid Arrangements” form and return it to The College at Brockport’s Office of International Education.

If your home campus will not process financial aid on your behalf to participate in a BOAP, then you may need to apply for an alternative loan through Brockport as a non-matriculated student.

If your financial aid does not cover the full program fee, you will be expected to pay the difference by the appropriate payment due date.

If you are anticipating receiving financial aid which will not be received by you and/or your home campus before your payments are due to Brockport, you must make arrangements for us to receive written notice of the source, amount, and the release date of that funding from your home campus's Office of Financial Aid. As long as your financial aid office completes the Financial Arrangement Form indicating that the money will be sent directly to Brockport, we will defer payment of those charges until that aid is received. Regardless of any deferment of any payment against the anticipated arrival of financial aid, the participant remains ultimately responsible for the payment of the entire Program Fee.

The rules and regulations governing financial aid change frequently and the only totally accurate source of information about your financial aid package is the Financial Aid Office at your Home Campus.

Participants should meet with their home campus Financial Aid Office regarding their financial aid eligibility as soon as they have made the decision to participate.

### **The Installment Payment Plan**

The College at Brockport offers Overseas Academic Program participants several options for paying the Program Fee. In addition to paying the Program Fee in a single payment, or by means of financial aid, the Brockport Office of Student Accounts offers an installment payment plan for Semester programs. This payment plan allows participants to pay those Program Fees that are not covered by Financial Aid in three installments. Brockport’s Office of Student Accounts charges a

service fee (per semester) to participants of this time payment plan. For additional information, contact the Office of Student Accounts at Brockport (585) 395-2473.

### **Direct Billing for the Program Fee by a Home Campus (Non SUNY)**

Some colleges insist that participants in Brockport's Overseas Academic Programs pay tuition directly to that college and that Brockport invoice your campus directly for the Program Fee, rather than have their students pay these costs directly to Brockport. Check with your campus' Director of International Education to see if arrangements are in place (or can be made) to have your home campus cover your payments to Brockport.

## **Section 2: Policies**

### **Policies Regarding Communication and Paperwork**

#### **Up-to-date Information**

After you accept Brockport's offer of admission to an Overseas Academic Program you will receive a variety of information via mail, our online application system, or email. It is your responsibility to maintain an accurate and up-to-date mailing address, email address and phone number where you can be reached in the period prior to your departure for the overseas program site and while abroad.

Participants are responsible for keeping Brockport informed of the current address and phone number at which they can be reached.

#### **All Communication Must be in Writing**

The Office of International Education requires a written record of the details of your participation. Your acceptance of our offer of admission will not be final until we receive the signed acceptance form; if you subsequently withdraw from a program your withdrawal will not be official until we receive notice of the withdrawal in writing.

#### **Communication with the Overseas Site**

Whenever you have occasion to correspond with the overseas host institution – application forms, etc. – originals of completed forms should be sent to the Office of International Education at The College at Brockport unless explicitly instructed otherwise. Copies of these forms will then be kept in your student file and the originals will be forwarded to the overseas institution on your behalf.

#### **Completion of Forms**

The completion and submission of all required forms to the Brockport Office of International Education 30 days prior to the starting date of the program is a basic condition of participation in a BOAP.

### **Policies Regarding Housing Abroad**

#### **Communication Regarding Housing Issues**

The participant is responsible for dealing directly with her/his landlord (or university housing office) in resolving any problems that might arise during or after the participant's tenancy. Example: if there is a leaky faucet in your dorm room overseas, you are the one who will have to make arrangements with your landlord or the housing office of the university where you are, to

have it fixed. The Brockport Office of International Education should be informed of such difficulties.

### **Dates of Accommodation**

Where the cost of accommodation at an overseas host institution is included in the Program Fee, that housing is only for those periods during which classes are in session. During periods when classes are not in session the participant must bear the cost (if any) of accommodation.

Where the cost of accommodation at an overseas host institution is included in the Program Fee, housing is not available prior to the start of the program. Participants who arrive earlier than the starting date of the program will be expected to find and to pay for temporary lodgings until the starting date of the program.

A participant who wishes to leave the housing provided by the program or the host institution before the program's official end date must apply for and receive written permission from the Office of International Education. Permission to leave the housing provided by the program or the host institution will only be granted for substantive reasons. However, even in the event that an early departure from program-provided housing is authorized, there will be no refund for any unused portion of the housing that is part of the Program Fee.

### **On Visitors**

Housing at Overseas Academic Program sites is available only for the participant. If the participant chooses to bring a friend or family member, the participant will be expected to bear whatever additional costs are associated with these additional people. In many of the overseas academic programs that Brockport's Office of International Education administers, it is not possible for participants to be accompanied by non-participants.

If it is your intention to bring a non-participating child or adult on a Brockport-administered study abroad program, you must specify that intention in the study statement that is part of your application, and this must be approved in writing by the Office of International Education during your application process.

### **Damage and/or Security Deposits**

At many overseas campuses students are required to pay a deposit to cover the cost of any damage, breakage or losses that occur during the participant's tenancy. As a general rule, such deposits are the responsibility of the participant.

### **Homestay Accommodations**

The homestay arrangement exists in these programs because, in our opinion, it is the single best means of giving participants a window into the society in which they are living. At the same time, it provides them with the opportunity to speak the language they are learning in a conversational mode and in a familial setting throughout the period of their participation. Consequently, the homestay is an integral part of our language programs.

The homestay is fundamentally a commercial arrangement. The family with which participants are living is compensated for housing and feeding those participants. Because it is both a commercial and a personal arrangement, the participant of a program in which there is a homestay arrangement should be aware that her/his behavior needs to be both courteous and businesslike.

### **Alternative Accommodation**

The College at Brockport encourages participants to live in the program-provided/recommended housing throughout the period of participation. All alternate housing arrangements must be pre-approved in writing by the Brockport Office of International Education during the application process.

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## Policies Regarding Grades and Grading

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### **Participation**

Grades are almost always contingent on participation in a program, be it in activities and excursions in a faculty-led program or completion of required examinations or assignments in a host university. Students are required to participate fully in the program, and they should understand that failure to do so may negatively affect their grades.

### **Timing**

Grading policies vary from program to program. In most instances, a program's grading policies are the same as the grading policies of the SUNY campus that administers the program. However, there is one major difference between grades earned at home and grades that are earned abroad: your grades from abroad will probably be late!

All students should be aware that there is often a delay of at least two months before grades from overseas programs reach The College at Brockport. Although we cannot make any guarantees to provide your grades by a particular date, we do process grade reports as quickly as possible.

Students who will be graduating during the semester following their period of study abroad should contact the Office of International Education. We will do our best to obtain your grades so that there is sufficient time for you to be cleared for graduation on schedule. However, we can never guarantee that we will receive your grades from overseas in a timely manner. Patience is necessary.

### **Transcripts and Financial Obligations**

The Office of International Education at Brockport will issue no transcript of grades earned in an Overseas Academic Program it administers until all financial obligations incurred by a participant are met. This includes obligations incurred at the host site—overdue rent, library fines—as well as unmet obligations to Brockport.

### **Grades**

The grades that Brockport students earn during their overseas study program do count in the overall GPA. Non-Brockport participants should confer with the registrar at their home campus concerning the policy in practice at that campus.

### **Grade Appeals**

Brockport's Office of International Education reports grades earned by participants in the Overseas Academic Programs that it administers by means of the SUNY transcript supplement. These transcript supplements are sent to the registrar of the participant's home campus.

Grades reported by the Office of International Education are the grades that were recommended by the program's Faculty Leader, Resident Director or those reported by the registrar of the host institution abroad. Appeals of grades are based on the regulations of the host institution concerning grade appeals.

In all instances of appeals of grades earned in Overseas Academic Programs administered by the

Office of International Education at Brockport, the participant bears the whole responsibility of substantiating the basis for a grade appeal. Participants are therefore advised to keep copies of all assignments and exams.

The participant who wishes to appeal a grade should attempt to begin the appeal process as soon as possible, preferably prior to departing from the host site abroad.

### **The “Pass/Fail” Option**

Brockport's Office of International Education recommends that participants in its Overseas Academic Programs not take courses overseas on a “Pass/Fail” basis because of the real possibility that the participant’s home campus will not allow credits earned on this basis to be counted toward their program. If a participant intends to take a course overseas on a “Pass/Fail” basis, that participant must submit to Brockport's Office of International Education a written statement approving that arrangement from an appropriate academic officer at their home campus prior to the start of the program.

Arrangements for such a “Pass/Fail” option must be made prior to the start of the program. Participants will not be allowed to change to a “Pass/Fail” option during the course of the program.

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## **Policies Regarding Credits Earned/Awarded**

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### **Transferability of Credits**

The credits earned by participants in BOAPs are awarded by The College at Brockport. The College at Brockport is a senior comprehensive college of the State University of New York system. The College at Brockport is accredited by the Board of Regents of the University of the State of New York and by the Commission on Higher Education, Middle States Association of Colleges and Schools.

Because participants are actually enrolled at a SUNY campus during their program, the credits they earn are treated as if they were earned at the SUNY campus at which they are registered. Therefore, credits earned on a Brockport OAP will normally be treated as “home campus credit” (if they are SUNY students) and “transfer credit” (if they are non SUNY students).

### **Applicability of Credit**

The credits earned, as a participant in a SUNY Overseas Academic Program will always count toward the total number of credits needed to graduate from a SUNY college or university center.

The credits earned as a participant in a SUNY Overseas Academic Program will usually be counted as meeting the SUNY campus residency requirement.

If you intend to use specific courses taken abroad to fulfill any part of the requirements in your major, you must consult with your academic adviser or your major department and receive prior approval in writing from that department. Brockport students must fill out the Course Approval form and file it with the Academic Advisement office prior to departure.

It is the policy of the Office of International Education to discourage participants from taking any courses overseas that are required for graduation, required for the completion of a major or minor, or required for a certification or professional qualification. We encourage participants to take elective courses during your semester abroad.



### **Required Number of Credits**

Participants are required to maintain full time status during their program abroad. For semester/academic year programs, this means that students must maintain the equivalent of 12 US credits per semester. Credit weights are likely different overseas. For example, in many Australian Universities one course is equivalent to 4 US credits. Students used to taking 4 courses to total 12 US credits will often times only need to take 3 in Australia. Students should speak to their Study Abroad advisor to determine the number of courses they will need to take to adhere to this requirement.

### **Graduate Credit**

Although Brockport does not offer any regular academic year/semester OAP's specifically designed for graduate study, it is possible to earn graduate-level credit in a Brockport Study Abroad program. If the department in which the graduate student is matriculated agrees to accept the credits earned in a BOAP toward the graduate degree, arrangements can be made to enroll the student in appropriate courses.

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## **Policies Regarding Transcripts**

### **Distribution of Transcripts**

After the conclusion of the program in which you are a participant, the Office of International Education will receive either a transcript from the host university or a report of grades from the program Resident Director or Faculty leader.

Transcript Supplements are then prepared by the Office of International Education. One unofficial copy of the Transcript Supplement will be sent to you; the original is placed in your file in the Office of the Registrar at your home campus with your regular SUNY transcript. If you need additional copies of the Transcript Supplement, you should request them from the Office of the Registrar at your home campus, if you are a SUNY student. If you are a Non-SUNY student, you should request them from the Office of Registration and Records at The College at Brockport.

If, after your return from abroad or in subsequent years, you wish to have additional copies of your Transcript Supplement sent to graduate or professional schools, Brockport's Department of Registration and Records will send copies of the Transcript Supplement per your written instructions for a fee.

### **A Note for Brockport Students**

The Registrar's Office transfers the course information, grades, and credits earned in a BOAP to the regular Brockport transcript, thereby eliminating the necessity for Brockport students to require or request two separate transcripts for their work done on Overseas Academic Programs whether administered by The College at Brockport or another SUNY unit.

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## **Policies Regarding Conduct**

Generally, misconduct is defined as behavior that jeopardizes the participant's health, safety or welfare, the health, safety or welfare of fellow students, or the welfare of the program; or conduct that openly flouts the laws of the community in which the program is offered.

American colleges and universities, including all SUNY campuses, have Codes of Conduct that students are required to follow (Brockport's code of conduct can be found at [www.brockport.edu/policies](http://www.brockport.edu/policies)). Our expectation is that students on Overseas Academic Programs

will continue to observe these codes of conduct while they are abroad. We ask each participant to formally acknowledge that they will follow that code in the Acknowledgement/Release Form.

The Office of International Education at Brockport will terminate a student's participation on the recommendation of the program's Resident Director or Program Representative if there is evidence of misconduct. In cases of such termination of participation for misconduct, the participant will be responsible for all expenses incurred in their return to the United States.

You are, while you are overseas, an unofficial ambassador for your home institution, for The College at Brockport and for the United States. It is important to remember that you are a guest at the host institution. Egregiously ill-mannered behavior by participants compromises and ultimately damages Brockport's reputation at that institution and can even threaten the program's continuance.

Participation in a BOAP is a privilege, not a right. In order to retain this privilege, a participant will be expected to exhibit a high degree of courtesy and politeness in their interactions with fellow participants, students, faculty and administrators at the host institution and the citizens and residents of the host country throughout the time of their participation. Failure to maintain such a standard of behavior could result in the participant's removal from the program.

### **Policy on Controlled Substances**

The possession, use or sale of a controlled substance is a criminal offense overseas. Drug laws are severe and rigorously enforced overseas. You are urged to read and heed the information from the US State Department. Violation of the host country's laws on drugs will result in termination of your participation in your overseas academic program.

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## **Policy Regarding Liability and Refunds in the Event of a Withdrawal**

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Participants should understand that when they accept an offer of admission to a BOAP they obligate themselves to pay for the cost of their participation in that program. If, subsequent to that acceptance, a participant elects to withdraw from that program, s/he can still expect to be billed for all or some of the costs of that participation, depending on the punctuality of the notice of that withdrawal.

Once your \$350 non-refundable program acceptance fee is paid, the Office of International Education will begin to make arrangements (and financial commitments) for your participation. If, subsequently, you change your mind about participating, you will not receive a refund of this program acceptance fee. Further, after you have submitted your acceptance fee you will be held liable for any financial commitments that were made on your behalf in expectation of your participation up to the date on which we receive your written notice of withdrawal.

It is very important that you understand these financial implications of your decision to accept our offer of admission.

### **Always Non-Refundable**

The following payments are always non-refundable (except in the event of the cancellation of the program by the College at Brockport) regardless of the punctuality of notification:

- The Program Acceptance Fee

- Airline tickets (for programs that have group flights)
- Any financial arrangements and/or commitments made on your behalf which cannot be recovered by the Office of International Education

Refunds of any kind should not be expected. The amount of any refund depends upon the punctuality of the written notification of a participant's withdrawal from a program and the ability of the Office of International Education to recover the payments it has already made on the student's behalf.

Participants should remember that these policies regarding refunds might be different from their home campus's policies on refunds and withdrawals. For example, normally, a withdrawal from an Overseas Academic Program for an illness or other health-related matter does not result in a refund as it might in a home campus-based program.

### **Absolutely No Refunds after the Start of the Program**

After the start of the overseas academic program, no refunds of any kind will be made.

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## **Policy Regarding the Cancellation of Programs**

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### **Pre-departure Cancellations**

The Office of International Education at Brockport reserves the right to cancel a program at any time for the following (or other) reasons:

1. Insufficient Enrollment;
2. Advice from the US Department of State that it is unsafe for US citizens and nationals of other countries to be in the host site or that US citizens and nationals of other countries are not advised to travel or reside in a host site;
3. The inability of the host institution to provide for or support the program adequately.

If the Brockport Office of International Education cancels a program, all payments that have been made to Brockport will be refunded; but in the event of the cancellation of a program, the extent of Brockport's liability is limited to only the amount of the payments that have been remitted to Brockport by the participants.

### **Cancellation of Programs while Program is in Session**

The countries in which Brockport's Office of International Education sponsors overseas academic programs are chosen for, among other things, their political stability. Therefore, it is our expectation that, during the course of a BOAP, events that occur in those countries (elections, strikes, demonstrations, etc.) will not require the cancellation of that program. However, in the unlikely event that during the course of a semester we do receive advice from the US Department of State that it is unsafe for US citizens and nationals of other countries to be at that location we may:

1. Cancel that program and
2. Require participants to return, at their own expense, to the US.

In the event of the cancellation of a program after the program has begun, the extent of Brockport's liability is limited to only the amount of the payments that have been remitted to Brockport by the participant and is recoverable by Brockport from the host institution.

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## **Policy Regarding Privacy**

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The privacy of the participant on a BOAP is not only absolute it is also guaranteed by US Federal law

(The Family Educational Right to Privacy Act of 1977, FERPA). It is the policy of the Office of International Education never to discuss or release any confidential information about you or the details of your participation in our programs with anyone without your explicit permission in writing.

The Office of International Education will not respond to any inquiries about the participant made by members of a participant's family unless the participant has authorized us to release that information by explicitly waiving her/his privacy rights.

The Office of International Education at Brockport will, however, release information about your participation in an Overseas Academic Program to appropriate offices at your home campus.

To waive your "FERPA" rights to privacy, you should complete the information on the "Permission to Release Information Form" which authorizes us to release information about you and/or your participation in a Brockport OAP.

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## Policy Regarding Discrimination

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The College at Brockport is committed to an inclusive approach to all it does and actively seeks to provide an inclusive, non-discriminatory environment for students, faculty, and other employees. The Office of International Education specifically encourages participation in its programs by all qualified individuals.

The College at Brockport does not discriminate on the basis of age, color, creed, disability, marital status, national origin, race, gender, sexual orientation, or veteran status. Nor does the College condone or tolerate harassment of any sort in the operation of its study abroad programs at home or in the academic setting of its programs overseas; however, we are not responsible for differences in the laws or attitudes in other countries regarding inclusion and non-discrimination.

The College at Brockport actively supports equal opportunities for all persons, and takes affirmative action to see that both the total student and employee populations at the College enjoy access to all programs and equal opportunities in all activities.

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## Policies Regarding Finances

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### **On the Settlement of Accounts**

The Office of International Education at Brockport will not issue a transcript of grades earned, or any other record of participation in a BOAP until all financial obligations incurred by a participant are met. This includes obligations incurred at the host site as well as unmet obligations to Brockport or to the participant's home SUNY campus.

Please be advised that your account may be forwarded to a collection agency or the New York State Attorney General's Office to recover the amount you owe plus interest, collection fees, and other costs. Your failure to pay this debt in full by the due date will result in the assessment of interest if your account is transferred to the collection agency or the NYS Attorney General's Office. Interest will be assessed from your presumed receipt of your first invoice, which is five days after mailing, at the corporate underpayment rate minus 2% set by the Commissioner of Taxation and Finance. Interest will be compounded daily on the principal balance, which is set forth in this invoice. To avoid the assessment of interest or late fees, you should pay the amount requested in full by the due date. In addition, should you fail to pay this debt within 90 days of your presumed receipt of your

first invoice, a collection fee equal to 22% of the amount then due, including interest, may be added to the amount you owe.

Participants should also be aware that the Office of International Education may place a “hold” on the records of students whose accounts are delinquent beyond 8 weeks. For non-Brockport students, the Office of International Education will contact the participant’s home campus and a hold may be placed on their home campus account as well.

### **On Affording Study Abroad**

The policy of the Office of International Education regarding the affordability of a study abroad program is that a student who can “just manage” to afford to participate in an Overseas Academic Program should not participate in that program. If you are in that situation, we recommend that you find a less costly OAP program or postpone your participation until more financial resources become available. There should always be a financial cushion to the resources available for a participant’s program abroad. You will probably spend more, not less than the estimates of the costs of local travel, entertainment, etc. that appear on the Program Budget that you received with your Offer of Admission.

Brockport administers a large number of Overseas Academic Programs at a variety of different levels of cost. Each program’s budget sheet presents an accurate description of the estimated minimum costs of participating in that program to enable prospective participants to make an accurate assessment of their ability to afford to participate. Participants must determine for themselves if a program is financially feasible. By accepting our offer of admission, a candidate indicates that they have determined that they have the economic resources necessary for participation.

### **On Payments Made Directly to an Overseas Host Institution for Items Included in the Program Fees Paid to Brockport**

Any invoice or bill from an overseas host institution that is sent directly to a participant – either during the period before departure or during the course of the program – for an item included in the Program Fee should not be paid by the participant to the host university. That invoice – unpaid – should be sent to the Office of International Education at Brockport immediately upon receiving it.

### **Policy on Campus Fees**

Campus fees are not usage-based, they are mandatory – they have been mandated by SUNY Trustees. Students who are enrolled and registered at a SUNY campus for a Study Abroad program must pay them in order to allow SUNY to maintain, at a sufficiently high level, the services that the campus provides for its students – regardless of those students’ ability or opportunity to avail themselves of those services.

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## **Policies Regarding Admissions**

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### **On Deadlines**

Deadlines set by the Office of International Education apply fully and equally to all participants and prospective participants unless that deadline has been waived (in writing) by the Office of International Education. Only the Office of International Education can waive the deadlines it has established.

### **On Admissions**

Admission to Brockport sponsored Overseas Academic Programs is not guaranteed to all applicants

who meet the basic admissions criteria.

The Office of International Education at Brockport has sole responsibility for the admission process for Brockport-sponsored Overseas Academic Programs and its decisions concerning admission to these programs are final. All application forms and all supporting documentation become the property of the Office of International Education upon submission.

### **Admission to a Brockport OAP is not Open-Ended**

An offer of admission is always to a specific program in a specific semester, term, session or year. Participants are admitted to a specific program in a specific semester or term or year. That offer of admission does not automatically “carry over” to a subsequent semester or term if a student is unable to participate in a program in the semester to which s/he has been admitted. Unless specific exemption is given (in writing) a student who has declined an offer of admission or withdrawn from participation must re-apply for admission to that program in a subsequent semester.

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## **Policies Regarding Travel and Dates**

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### **Policy on Flights/Travel to and from the Program Location**

The Office of International Education must be kept informed of your travel plans.

The choice of, the selection of and the payment for travel to the program site are ultimately the responsibility of the participant. The Office of International Education does not assume liability for costs or damages resulting from whatever travel or transportation arrangements are finally made by each participant.

For programs without a group flight, students must arrange their itineraries to arrive at the program's overseas site on the recommended day of arrival and must keep the Office of International Education at Brockport informed of their travel plans. If the program has airport pickup this will usually be indicated on the travel memo. To take advantage of airport pickup (if available), students will often need to adhere to specific instructions (eg: arrive within a certain day or timeframe).

For programs with a group flight, we strongly recommend that students take the group flight. Students who are planning to take a different flight must request this in writing to the Office of International Education during the application process.

### **Policy on Alternative Program Dates/Alternative Flight Arrangements**

Students who would like to arrive to their program earlier, travel after their program, or take an alternative flight from their program's group flight must request this in writing to the Office of International Education during the application process. Such requests are not always allowed. Any additional costs from alternative dates or travel arrangements are the responsibility of the student.

### **Policy on Side Trips and Trip Reporting**

Students should report any side trips and personal travel to The Office of International Education. It is important that we are aware of our students' whereabouts at all time, as well as current contact information, and it is the students' responsibility to keep us informed.

### **Smart Traveler Enrollment Program (STEP)**

Participants should enroll in the Smart Traveler Enrollment Program (STEP) with the U.S. Department of State Bureau of Consular Affairs.



What is the Smart Traveler Enrollment Program (STEP)?

- The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country.
- STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency.
- STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

Enrollment in the Smart Traveler Enrollment Program makes your presence and whereabouts known, in case it is necessary for a consular officer to contact you in an emergency. During a disaster overseas, American consular officers can assist in evacuation were that to become necessary.

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## Policies Regarding Insurance

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### **Health Insurance**

SUNY policy mandates that all students studying abroad have health and emergency assistance insurance. Students are automatically enrolled in and billed for the SUNY GeoBlue Health & Medical Evacuation/Repatriation Insurance. In some cases, the host institution overseas requires students to purchase a particular international insurance policy. All students participating in The College at Brockport's overseas programs will be automatically enrolled and covered under Geoblue Medical Insurance.

### **Register with Geobluestudents.com**

Students are highly encouraged to register with Geoblue prior to going overseas. This will allow them to view the Geoblue designated physicians, clinics, hospitals and pharmacies abroad. Students can also get this information by contacting Geoblue directly using the phone number listed on the back of their insurance card. By doing this, Geoblue will contact the nearest English-speaking, western trained provider in their network on your behalf. They will also arrange for direct payment so that you do not need to pay anything out of pocket. Please understand that in the event that there is no hospital or physician that accepts the Geoblue insurance card, students will still be able to receive medical care but will have to pay for the care and then submit a claim for reimbursement to Geoblue.

### **Travel Insurance**

The Office of International Education recommends that students purchase travel insurance. Policies vary and can include coverage for cancellation and curtailment and for personal possessions.

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## Policies Regarding Emergencies

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### **In Case of Emergency**

The safety of participants on BOAPs is of utmost importance. Any circumstance that endangers your life or health is an emergency, and you can expect to receive whatever assistance is possible from the Study Abroad Office.

In the event of an emergency, you can contact us during office hours at (585) 395-2119 or after hours at (585) 395-2222.

### **After Hours Readiness**

The Office of International Education staff has critical data regarding participants, insurance providers, flight data, worldwide contact information, and other safety and crisis resources accessible from their homes.

In the event that the Office of International Education is unable to open or communicate, the Office of International Education establishes alternative communication routes as soon as possible and announces these to sending schools and, to the extent possible, to participants' emergency contacts.

### **Monitoring and Risk Assessment**

Program Officers and Resident Directors make every reasonable effort to keep abreast of local conditions and changes in local health and safety risks and to inform participants of these changes.

All decisions regarding program operations are made with reference to data from a number of sources. In addition to the consular information sheets and advisory messages posted by the U.S. Department of State ([www.travel.state.gov](http://www.travel.state.gov)), our Program Officers, Resident Directors, and partner institution staff use information gathered locally through conversations with our partner institutions and other providers in the city or country. In making individual decisions concerning participation, we suggest that participants and their parents carefully review the State Department Travel Advisories at the web page listed above.

If at any time the Program Officer or Resident Director feels that there is a need for extra caution the Director of Study Abroad and Exchanges will be consulted and a plan of action agreed to.